

## DETAILER ACTION LIST FOR 2XFOS ACTIVE DUTY OFFICERS

<b>Continuation and Separation Status</b>	
<input type="checkbox"/>	Check BOL for <b>continuation status</b> . For more information, check continuation FAQ's on the NPC Website under Continuation Programs: <a href="http://www.npc.navy.mil/bupers-npc/boards/officercontinuation/Pages/default.aspx">http://www.npc.navy.mil/bupers-npc/boards/officercontinuation/Pages/default.aspx</a>
<b>Career Counseling</b>	
<input type="checkbox"/>	<p>If you have not already been contacted by your PERS-4 detailer, contact them by phone or email to discuss your options which include the following:</p> <ol style="list-style-type: none"> <li>1. <u>Separate at NLT date</u>.</li> <li>2. <u>Separate earlier than NLT date</u>. You may request earlier discharge by submitting a written request via your CO to Commander, Navy Personnel Command. See "Orders" section below for more information. *** <b>Leaving too early could cause a break in service and impact Reserve affiliation timeline – discuss with PERS-97, Career Transition Office (CTO)</b>.</li> <li>3. <u>Apply for FTS</u>. FTS Lateral Transfer/Redesignation boards are convened semi-annually and you can apply for the Fall board. You will be required to submit an application package, and it is recommended you begin that work as soon as possible.</li> <li>4. <u>Transition to the Navy Reserve</u> (see Navy Reserves section below).</li> </ol>
<b>Separations</b>	
<input type="checkbox"/>	Contact your local PSD for a <b>separations checklist</b> . If you aren't certain which PSD to contact, call 1-866-UASK-NPC (866-827-5672).
<input type="checkbox"/>	When you go in for your <b>DD-214</b> appointment at PSD, print out a copy of your <b>VMET</b> transcript within 24-48 hours prior to your appointment. The VMET transcript is available on the DMDC Website ( <a href="https://dmdc.osd.mil/">https://dmdc.osd.mil/</a> ). PSD will draft your DD-214 based off the VMET transcript. If you printed it out a month prior, the dates and durations of your qualifications/tours will be incorrect.
<input type="checkbox"/>	Print your Leave and Earnings Statements (LES) if desired. You will lose access to your Active Duty LES account shortly after separation from active duty, even if you go into the Reserves.
<input type="checkbox"/>	You may be eligible for <b>Involuntary Separation Pay (ISP)</b> , but you must agree to serve for 3 years in the Ready Reserve as either a drilling Selected Reservist (SELRES) or as a non-drilling Reservist in the Individual Ready Reserve (IRR). Discuss your ISP eligibility and affiliation options with a CTO Transition Agent (more info below under the "Navy Reserves" section).
<b>Navy Reserves</b>	
<input type="checkbox"/>	If you wish to <b>affiliate with the Navy Reserves</b> , contact PERS-97 at (901) 874-4192 or <a href="mailto:cto.officer@navy.mil">cto.officer@navy.mil</a> . You will receive an email from the CTO within the next month. Find more information on Navy Reserve benefits on the NPC Website under Career Info, Transition, Reserve Affiliation Benefits.
<b>Orders</b>	
<input type="checkbox"/>	Refer to your <b>NSIPS</b> account. Further questions on orders should be directed to PERS-834F, Officer Favorable Resignations/Separations Branch, (901) 874-2085/2095 (DSN 882).
<b>Fleet and Family Services Office</b>	
<input type="checkbox"/>	Contact your Fleet and Family Services Office for <u>Transition GPS</u> class scheduling. Schedule this class as soon as possible to ensure you are aware of all transition services available.
<b>Medical /Dental</b>	
<input type="checkbox"/>	A <b>Separation Physical</b> is required. In addition, you will likely want to obtain a copy of your medical and dental records. It can take up to two months to get a copy of your record, so start the process as soon as possible. And because you are being involuntarily separated, you will have Active Duty medical/dental benefits through Tricare for 180 days after you separate.